

Converting Microsoft Excel 2002 to Pipe-Delimited ASCII Text Files

Using the Windows XP 2002 Professional Operating System with Service Pack 2 (SP2)

Note: Participants **must** return Address Count Lists and Address Lists in the predefined, pipe-delimited ASCII text file format specified by the Census Bureau.

Summary: This document covers:

- Setting the pipe symbol as the default delimiter
- Converting an Excel spreadsheet to the Census computer-readable predefined pipe-delimited ASCII text file

Set the Pipe Symbol as the Default Delimiter

1. From the Microsoft (MS) **Start** button on the MS Windows task bar, highlight **Settings** and select the **Control Panel**. In the **Control Panel** window select **Regional and Language Options**.
2. In the **Regional and Language Options** window, select the **Regional Options** tab, click the **Customize...** button.
3. In the **Customize Regional Options** window, select the **Numbers** tab.
4. Set the **List Separator** field to a pipe-delimited symbol | by pressing **Shift** and |.

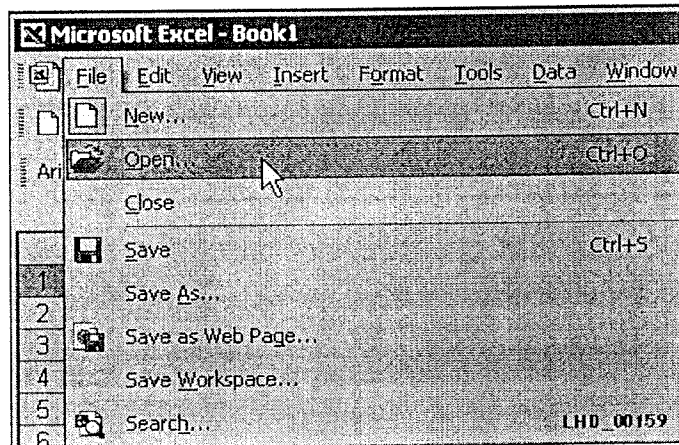
Note: The pipe symbol is usually located on the same key as with the backslash symbol, but may be found elsewhere on the keyboard.



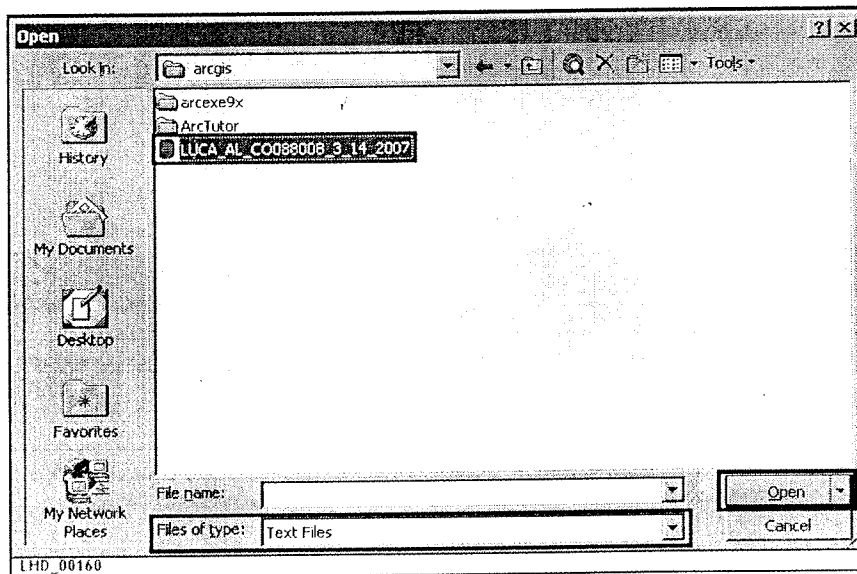
5. Click **OK** to close the **Customize Regional Options** window.
6. Click **OK** to close the **Regional and Language Options** window.

Convert MS Excel to the Predefined ASCII Local Address Files

7. Open **MS Excel 2002**.
8. In the menu bar click **File** and then click **Open**.



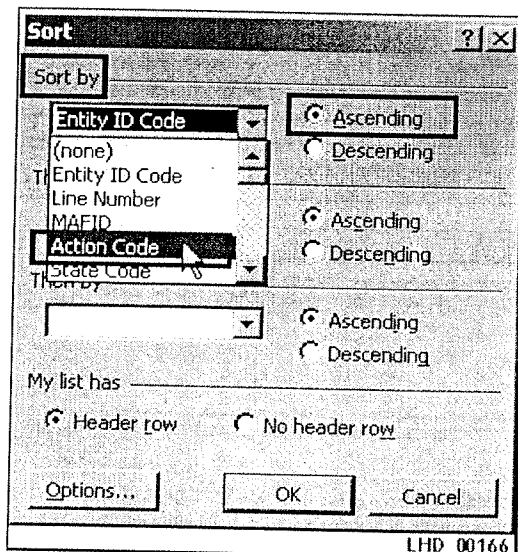
9. Verify the **Files of type:** drop-down box is set to **Text Files**. Navigate to the Excel document and click **Open**.



10. Once the text file is open, highlight the entire spreadsheet by clicking on the box at the intersection of **Row 1** and **Column A**.

	A	B	C	D	E	F	G
	Entity ID Code	Line Number	MAFID	Action Code	State Code	County Code	Census Tract Number
1	88008	1	880080000006		88	8	9403
2	88008	2	880080000007		88	8	9403
3	88008	3	880080000008		88	8	9403
4	88008	4	880080000009		88	8	9403
5	88008	5	880080000010		88	8	9403
6	88008	6	880080000011		88	8	9403
7	88008	7	880080000012		88	8	9403
8	88008	8	880080000014		88	8	9403
9	88008	9	880080000015		88	8	9403
10	88008	10	880080000016		88	8	9403
11	88008	11	880080000017		88	8	9403
12	88008	12	880080000018		88	8	9403
13	88008	13	880080000019		88	8	9403
14	88008	14	880080000020		88	8	9403
15	88008	15	880080000021		88	8	9403
16	88008	16	880080000022		88	8	9403
17	88008	17	880080000023		88	8	9403
18	88008	18	880080000024		88	8	9403
19	88008	19	880080000025		88	8	9403
20	88008	20	880080000026		88	8	9403
21	88008	21	880080000027		88	8	9403
22	88008	22	880080000028		88	8	9403
23	88008	23	880080000029		88	8	9403

11. In the menu bar click **Data** and select **Sort**.
12. In the **Sort** window in the **Sort by** dropdown list select **Action Code**. Verify that **Ascending** is selected. Select **Header row** from **My list has** and then click **OK**.



13. Click anywhere within the spreadsheet to clear the selection set. The rows with a value in the **Action Code** column (**Column D**) should be at the top of the spreadsheet. Values in the **Action Code** column may be A, D, N or J.

Entity ID Code	Line Number	MAFID	Action Code	State Code	County Code	Census Tract Number
88008	5	880080000010	A	88	8	9403
88008	19	880080000025	A	88	8	9403
88008	37	880080000043	A	88	8	9403
88008	49	880080000056	A	88	8	9403
88008	108	880080000124	A	88	8	9403
88008	165	880080000202	A	88	8	9403
88008	166	880080000203	A	88	8	9403
88008	167	880080000204	A	88	8	9403
88008	201	880080000239	A	88	8	9403
88008	251	880080000291	A	88	8	9403
88008	287	880080000327	A	88	8	9403
88008	316	880080000356	A	88	8	9403
88008	412	880080000452	A	88	8	9403
88008	487	880080000528	A	88	8	9403
88008	10992	880080015116	A	88	8	3
88008	10996	880080015120	A	88	8	3
88008	15841	880080021910	A	88	8	9402
88008	15845	880080021914	A	88	8	9402
88008	113631	880080018232	A	88	8	9402
88008	1	880080000006		88	8	9403
88008	2	880080000007		88	8	9403
88008	3	880080000008		88	8	9403
88008	4	880080000009		88	8	9403

14. Scroll down in the table to locate the first row that does not contain a value in the **Action Code** column (**Column D**). Select all of the rows that do not have a value in the **Action Code** column and delete them. The addresses that have been updated during the process remain, while the rest are deleted.

Note: The Census Bureau only requires you to return only updated or edited files.

Entity ID Code	Line Number	MAFID	Action Code	State Code	County Code	Census Tract Number
88008	16139	16143	880080022263			
88008	16140	16144	880080022264			
88008	16141	16145	880080022266			
88008	16142					
88008	16143					
88008	16144					
88008	16145					
88008	16146					
88008	16147					
88008	16148					
88008	16149					
88008	16150					
88008	16151					
88008	16152					
88008	16153					
88008	16154					
88008	16155					
88008	16156					

15. In the menu bar click **File** and then click **Save**.
16. In the **Save As** window select **CSV (Comma delimited)** from the **Save as type:** dropdown list and click **Save**.

Note: Ignore the CSV options that say **MS-DOS** or **Macintosh**. The file has to be saved as **CSV (Comma delimited)**.

